GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Department for WCDA & SCs - Registration of Child Care Institutions under Section 41 of Juvenile Justice (Care and Protection of Children) Act, 2015 and Juvenile Justice (C.P.C) Amendment Act 2021(Central Act.No 2 of 2016) - Framing of revised guidelines in super session of G.O.Ms.No.3, Dept. for WCDA & SC (PROG.1), date.17.04.2017 and G.O.Ms.No.8, Department for WCDA & SC (PROG.1), dated.29.06.2017 – Orders – Issued - Reg.

DEPT., FOR WOMEN, CHILDREN, DIFFERENTLY ABLED & SENIOR CITIZENS (JJ & Genl)

G.O.Ms.No.9

Dated: 14.03.2024
Read the following:-

1. G.O.Ms.No.3, of the Dept. for WCDA&SC (PROG.1), dt.17.04.2017.
2. G.O.Ms.No.8, of the Dept. for WCDA&SC (PROG.1), dt.29.06.2017.
3. Gazette of India No.35 of Ministry of Law and Justice, GoI, dt.09-08-2021.
4. Gazette of India No.599 of Ministry of Women and Child Development, GOI, dated.01.09-2022.
5. The Director, Dept., of JW, CS & WSC, Govt., of A.P., letter No. P2/120/2015, Date:15.11.2022.
6. The Director, Dept., of JW, CS & WSC, Govt., of A.P., Lr No. P2/120/2015, Date:09.02.2024.

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ORDER:-

As per section 41 of the Juvenile Justice (Care and Protection of Children) Act, 2015 (Central Act, No. 2 of 2016), all institutions, whether run by a State Government or by voluntary or Non-Governmental Organizations, which are meant, either wholly or partially, for housing the children in need of care and protection or children in conflict with law, shall, be registered under this Act in such manner as may be prescribed, within a period of six months from the date of commencement of this Act, regardless of whether they are receiving grants from the Central Government or, as the case may be, the State Government or not.

2. In the reference 1st read above, in super session of the earlier orders if any issued relates to registration of Child Care Institutions, Government issued guidelines for registration of all the Child Care Institutions through online which are meant, either wholly or partially, for housing the children in need of care and protection or children in conflict with law, under section 41 of the Juvenile Justice (Care and Protection of Children) Act, 2015, regardless of whether they are receiving grants from the Central Government or, as the case may be, the State

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Government or not. In the reference 2nd read above, amendment Orders were issued to the G.O.Ms.No.3, Department for WCDA & SCs(Prog.1), dt:17.04.2017.

3. In the reference 4th read above, the Director, Juvenile Welfare, Correctional Services & Welfare of Street Children, Andhra Pradesh, Vijayawada has informed that some of the provisions of the Juvenile Justice (Care and Protection of Children) Rules 2016 have been amended in 2022 and the Juvenile Justice (Care and Protection of Children) Amendment Rules 2022 came into force with effect from 1st September, 2022. The provisions of 'Registration of child care institutions' provided under Rule 21 have also been amended, according to which the District Magistrate has been given powers to make recommendations to the Government for registration of institutions. Therefore, he has requested for suitable amendments to the GO Ms.No.3, Dept for WCDA & SC (Prog.1), date.17.04.2017 & GO Ms.No.8, Department for WCDA & SC (Prog.1), dt.29.06.2017.

4. Government, after careful examination of the proposal, hereby issue the following revised guidelines for registration of all the Child Care Institutions which are meant, either wholly or partially, for housing the children in need of care and protection or children in conflict with law, under section 41 of the Juvenile Justice (Care and Protection of Children) Act, 2015, regardless of whether they are receiving grants from the Central Government or, as the case may be, the State Government or not, in super session of Orders issued in the G.O.Ms.No.3, Department for WCDA & SCs (Prog.1), dt:17.04.2017 and G.O.Ms.No.8, Dept. for WCDA & SCs (Prog.1), date:29.06.2017.

1. Mandatory registration of Child Care Institutions under Juvenile Justice (Care and Protection of Children) Act:-

a) All institutions, which are providing residential care, either wholly or partially, for the children in need of care and protection or children in conflict with law, as defined in section 2 (21) of the Juvenile Justice (Care and Protection of Children) Act, 2015 (Central Act No. 2 of 2016), whether run by a State Government or by voluntary or Non-Governmental Organizations, shall be registered under section 41 of the Juvenile Justice (Care and Protection of Children) Act, 2015 and Juvenile Justice (Care and Protection of Children) Amended Act 2021 (herein after referred as the Act) r/w Rule 21 of the Juvenile Justice (Care and Protection of Children) Rules 2016 / Juvenile Justice (Care and Protection of Children) Amended Rules 2022 (herein after referred as the Rules), regardless of whether they are

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receiving grants from the Central Government or, as the case may be, the State Government or not.

b) No person/institutions/service provider shall establish or maintain an Institution or facility for children except and in accordance with the Act and Rules.

c) The Director, Juvenile Welfare, Correctional Services and Welfare of Street Children, Andhra Pradesh shall, on behalf of the Government of Andhra Pradesh, issue notification inviting the attention of the public in general and the N.G.Os, Voluntary Organizations, Trusts etc., who are running or intend to run child care institutions in specific, to the provision of compulsory registration and the legal implications in case of non-compliance under the Act. The Director, Juvenile Welfare, Correctional Services and Welfare of Street Children, Andhra Pradesh shall, on behalf of the Government of Andhra Pradesh, shall receive the applications.

d) Institutions which are holding valid licenses obtained under Women's & Children's (Licensing) Act, 1956 for the purpose to run the child care institutions shall also be registered under the Juvenile Justice (C.P.C) Act 2015.

e) All such institutions which are being maintained without registration as on the date of publication of notification, shall immediately apply for registration within the due date to the Director, Juvenile Welfare, Correctional Services and Welfare of Street Children, Andhra Pradesh in Form 27 of the Rules together with a copy each of rules, bye-laws, memorandum of association, list of governing body, office bearers, list of trustees, balance sheet of preceding three years, statement of past record of social or public service provided by the institution, Darpan Identification from National Institution for Transforming India Aayog and a declaration from the person or the organisation regarding any previous conviction record or involvement in any immoral act or in an act of child abuse or employment of child labour or that it has not been black listed by the State Government or District Administration etc.

f) Any person or persons in-charge of an institution housing children in need of care and protection and children in conflict with law, who fail to comply the provisions of sub section (1) of section 41 of the Act or the Rules made there under, will be punished under section 42 of the Act.

g) These guidelines shall form part of the Rules at the time of framing of State Rules under the Act.

h) Since all the Child Care Institutions should get registered under Section 41 of the Act, the licenses obtained under Women's and Children's Institutions (Licensing) Act, 1956 (Central Act No.105 of 1956) are not valid.

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2. Conditions / Eligibility for seeking grant of Registration under the Act:

a) The Organization / Institution who have applied to the Government seeking for registration under Act should have been registered, as on the date of such application, under the Societies Registration Act, 1860 or Companies Act, 1953 or Indian Trust Act or such other Act providing for such registration which for the time being is in force.

b) Organization / Institution who has applied for grant of Registration should have possessed the capacity to establish and run the institution as a Children Home or Open Shelter or Special Adoption Agency or Observation Home or Special Home or Place of Safety as the case may be as on the date of submission of application for grant of Registration.

c) All mandatory requirements as required under the Act or the Rules to establish Child Care Institution should have been possessed by the Organization/ Institution by the date of submission of application to the Government.

d) The Organization/ Institution applied for grant of Registration shall agree to abide by all conditions laid down in the Act and the Rules made there under and the directions issued by the Government of Andhra Pradesh from time to time.

e) The institutions registered under the Act shall be open for verification by the authorities implementing the Act and the registration authority can withdraw or cancel the registration of such institutions which are functioning contrary to the provisions of the Act.

f) Whenever the institution receives a child in need of Care & Protection or a Child in conflict with law, as the case may be, they shall report the same to the nearest police station (if the child is brought to them by the persons other than the police) and shall also enter the details on the website of "www.trackthemissingchild.gov.in' or/and on any other portal developed by the Government of India or State Government and inform the concerned in such manner as may be directed by the Government / Director / Registration Authority. If any child goes missing from their institution, they shall report the same to the concerned Police Station, and shall enter the same on the website of 'www.trackthemissingchild.gov.in' or/and on any other portal developed by the Government of India or State Government.

g) Applications which satisfy the criteria laid in the Rules will be eligible for consideration to grant of Registration by the Government.

3. Mode of Application for grant of Registration:-

a) The Director, Juvenile Welfare, Correctional Services and Welfare of Street Children, Andhra Pradesh will issue notification and receive applications on behalf of the Government of Andhra Pradesh.

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b) Organizations/Institutions that are intending to establish child care institution shall apply for registration to the Director, Juvenile Welfare, Correctional Services and Welfare of Street Children, Andhra Pradesh in Form 27 of the Rules, together with the required documents as mentioned at Para 1 (e) above.

c) If the same organization intends to apply for registration of more than one Child Care Institutions, the organization shall have to make separate application for each Child Care Institution. Application submitted without the required information will not be accepted by the Department.

d) The application shall be accompanied by a Non-Refundable Demand Draft for an amount of Rs.750/- towards registration fee obtained from any nationalized bank in the name of the Director, Juvenile Welfare, Correctional Services and Welfare of Street Children, Government of Andhra Pradesh. This amount will be deposited in the 'Juvenile Justice Fund' and will be utilized for the welfare and rehabilitation of the children dealt with under the Act and as specified in the Act and Rules.

Note: The concurrence of Finance (FMU(WCDLH)) Department on point (f) above has been obtained vide their U.O. No.49027/46/2017-SO (FMU(WCDLH)), date.06.04.2017.

e) Keeping in view the implications of section 41(4) of the Act, the Director, Juvenile Welfare, Correctional Services & Welfare of Street Children, AP, before issuing acknowledgement in token of receipt of the application, shall exercise utmost care in ensuring that all mandatory documents are enclosed to the application and are duly signed by the authorized person of the NGO.

4. Registration Authority, Recommending Authority & District Level Nodal Officer:-

a) Registration Authority: The Director, Juvenile Welfare, Correctional Services and Welfare of Street Children, Andhra Pradesh is designated as Registration Certificate on behalf of the State Government.

b) Recommending Authority: The Collector & District Magistrate is designated as Recommending Authority, as per Rule 21 of the Rules, who shall, after considering the credibility, background and previous record of the Child Care Institution and the agency or individual promoting the institution and after examining the requests vis-a-vis need of child care institutions in the district, furnish his/her report in Form 46A with specific recommendations to the Director, Juvenile Welfare, Correctional Services & Welfare of Street Children, Andhra Pradesh for grant of final registration or for rejection.

c) District Level Nodal Officer: The District Probation Officer of the Dept of Juvenile Welfare, Correctional Services & Welfare of Street Children, AP shall be District Level Nodal Officer who shall be responsible to receive the applications, conducting physical verification of the Child Care Institutions

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through District Level Inspection Teams, organizing meetings with the District Level Recommendation Committee, forwarding the recommendations of the Committee to the Director, JW,CS & WSC Dept etc.

5. District Level Inspection Team:

There will be a District Level Inspection Team in every district for the purpose to inspect the institutions for physical verification and to submit a report on the application received from any organization/institution for granting Registration. The District Level Inspection Team will comprise of;

1. District Probation Officer ... Convener
2. District Child Protection Officer ... Co-Convener
3. Child Development Project Officer (under whose jurisdiction the organization/ institution applied for registration is located) ... Member
4. Protection Officer (Institutional Care) of DCPU ... Member
5. Protection Officer (NIC) of DCPU ... Member
6. Legal Cum Probation Officer of DCPU ... Member

6. District Level Recommending Committee:

There will be a District Level Recommending Committee in every district for the purpose to grant Registration to the eligible organization to establish and run child care institution as per the provisions made in the Act. The Committee will be headed by the Collector and District Magistrate. The D.L.R.C will comprise of:

1. The Collector & District Magistrate ... Chairperson
2. Addl. District Magistrate / Joint Collector ... Vice Chairperson
3. Addl. Superintendent of Police, SJPU ... Member
4. Registrar of Societies, Registration & Stamps Dept ... Member
5. Project Director, Dist Women & Child Dev Agency ... Member
6. Asst. Director, Disable Welfare Dept ... Member
7. Chairperson of Child Welfare Committee ... Member
8. One Social Worker (female) Member from J.J.B ... Member
9. District Probation Officer ... Member/Convener
10. District Child Protection Officer ...Member/Co-convener

Seven members of the Committee shall form the quorum for conducting the meetings which must include Convener & Co-convener.

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7. Process of verification to issue Provisional Registration Certificate:

a) The Director, Juvenile Welfare, Correctional Services & Welfare of Street Children, AP shall, after receipt of the application for registration, send the application to the District Magistrate within fifteen days of receipt of the application to call for recommendations of the District Magistrate in Form 46 A.

b) On receipt of the application from the Director, Juvenile Welfare, Correctional Services & Welfare of Street Children, AP, both in cases of fresh registration or renewal, the Collector & District Magistrate shall;

i. forward the same to the District Level Inspection Team immediately, but not later than four days, for conducting physical verification/inspections in the child care institutions of the applicant organizations and;
ii. write a letter, simultaneously, to the Superintendent of Police to furnish the antecedents verification report on the organization / institution / person in charge or chief functionary of the institution / head of the organization / employees of the organization / members of the board or trust of the organization etc., within a period of fifteen days.

c) The District Level Inspection Team, on receipt of the application copies from the Collector & District Magistrate, shall conduct physical verification in the institution with the support of the details furnished in the application and submit the same to the Collector & District Magistrate with a copy to the Director, Juvenile Welfare Correction Services & Welfare Street Children, AP., within a period of fifteen days from the date of receipt of application from the District Magistrate. It shall be ensured that there shall be minimum three members in the Team, including District Child Protection Officer, at the time of verification.

d) At the time of physical verification by the District Level Inspection Team, the team shall determine and record the capacity and purpose or objective of the institution for the purpose to register the institution as Children Home or Open Shelter or Specialized Agency or Observation Home or Special Home or Place of Safety, as the case may be by duly placing before the District Level Recommendation Committee for sanction of registration certificate. Under no circumstances, the Child Care Institutions shall alter the purpose or objective of the institution specified in the registration certificate.

e) If the District Level Inspection Team, after physical verification, is totally convinced with the details furnished in the application and the arrangements in the institution are in consonance with the eligibility criteria required for grant of registration, the Team may, for the reasons to be recorded in their report, recommend the District Magistrate to issue

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Provisional Registration Certificate. Later, the Collector & District Magistrate will issue Provisional Registration Certificate to the applicant organization / institution immediately, but within 30 days from the date of receipt of application.

f) The time period to issue Provisional Registration Certificate by the Collector & District Magistrate shall not exceed 30 days from the date of receipt of application.

g) For any reason, if the provisional registration certificate could not be issued within one month from the date of application, the proof of receipt of application for registration shall be treated as provisional registration to run an institution for a maximum period of six months.

h) If the District Level Inspection Team, after physical verification, is not satisfied with the performance or the arrangements / facilities made by the organization for the children are not in consonance with the prescribed criteria for registration or adequate facilities do not exist in the institution, the observations of the Team has to be recorded and placed before the Collector & District Magistrate, with a copy to the Director, Juvenile Welfare, Correctional Services & Welfare of Street Children, AP.

The Collector & District Magistrate, shall not grant provisional registration where adequate facilities do not exist in the institution applying for registration and the Collector & District Magistrate shall issue an order before the expiry of one month from the date of receipt of the application that the institution is not entitled for even provisional registration.

i) If an organization or institution that has been rejected for even provisional registration, can make a fresh application after rectifying the defects pointed out by the District Level Inspection Team.

j) The grant of Provisional Registration Certificate does not confer any right on the applicant organization to claim for permanent Registration Certificate from the Government.

8. Process of verification to issue final Registration Certificate:

a) The report on the antecedents has to be furnished by the office of Superintendent of Police to the Collector & District Magistrate within 15 days from the date of receipt of the requisition, in view of the stipulation made in sub section (5) of section 41 of the Act.

b) District Probation Officer and the District Child Protection Officer who are the Convener & Co-convener of District Level Recommendations Committee, shall immediately on receipt of antecedents verification report from the Office of the Superintendent of Police, arrange to convene the meeting of District Level Recommendations Committee under the Chairmanship of the Collector and District Magistrate. The District Probation Officer and District Child Protection Officer shall prepare a statement of all proposals received for registration and place before the Committee along with the antecedent's verification reports, District Level

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Inspection Team's reports etc., for its decisions, to be recorded in a separate register, on grant of Registration to the applicant organizations.

c) After obtaining the report from the District Level Inspection Team and after examining the requests vis-a-vis need of child care institutions in the district, considering the criteria as laid down under Sub Rule (6) of Rule 21 of the Rules, background and the credibility & previous record of the Child Care Institution and the agency or individual promoting the institution such as admission of the children in need of care and protection received by them as ordered by the Child Welfare Committees for the last five years, cancellation of registration of child care institution, blacklisting the organization or institution, resolution copy of Governing body to run C.C.I etc., the Collector & District Magistrate shall furnish his/her report in Form-46A with specific recommendations to the Director, JW,CS & WSC, AP, at the earliest but not later than five months from the date of receipt of application from the Director, JW, CS & WSC, in order to grant or reject the final registration, within the statutory period of six months from the date of receipt of application, as laid down under section 41 (4) of the Act.

d) The Director, JW, CS & WSC, AP shall after verifying that provisions exist in the institution for the Care and Protection of children, health, education, boarding and lodging facilities, vocational facilities and rehabilitation as per the Act and the rules, and taking into account the requirements of the district and recommendation from the District Magistrate about the applicant institution, may grant final registration certificate to such institution under sub- section (1) of section 41 of the Act in Form 28 or reject for granting registration, within a period of six months.

The Registration Certificate shall be issued to the applicant organization under intimation to the Collector & District Magistrate and the District Child Protection Unit.

e) After getting registration certificate from the Department, the Child Care Institutions shall inform the Child Welfare Committee / Juvenile Justice Board, District Child Protection Unit and to the District Probation Officer about their readiness to receive the children.

f) The District Child Protection Unit shall be responsible to maintain the list of Child Care Institution duly updating from time to time as and when the institutions are registered / unregistered and communicate the same to the Child Welfare Committee, Juvenile Justice Board and to all other concerned for information.

g) The District Child Protection Unit shall be responsible to open independent file for each of all applications received in the office for registration. All the documents, record of correspondence, previous and future inspection reports etc., shall be maintained in the same file for office record purpose.

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9. Validity of registration

The period of registration of an institution shall be five years and it shall be subject to renewal in every five years.

10. Registration not transferable

a) Registration of Child Care Institutions shall not be transferable.

b) Any change in governing body / executive committee / management body should invariably be intimated to the registration authority within seven working days from the date from which the change came in to effect.

11. Renewal of Registration

a) All Institutions or organizations shall be bound to seek renewal of registration three months prior to the date of expiry of registration.

b) The decision on renewal of registration shall be based on the annual inspection done by the District Magistrate in the year in which renewal is sought.

c) Application for renewal of registration of an institution shall be disposed of by the registration authority within sixty days from the date of receipt of application.

d) If any institution or organization fails to submit application for renewal within three months from the date of expiry of registration, the registration authority will not accept to take application for renewal. In such cases the institution shall have to make fresh application for grant of registration certificate to be disposed of within six months.

e) The District Magistrate shall conduct a detailed annual inspection of all the institutions in the district which have been registered under the Act and such inspection shall be carried out in the format as provided under Form 46A.

f) If the inspection or the annual review reveals that there is unsatisfactory compliance with the standards of care, protection, rehabilitation and reintegration services and management of the institution as laid down under the Act and the rules or the facilities are inadequate, the State Government may, at any time, serve notice on the management of the institution and after giving an opportunity of being heard, declare within a period of sixty days from the date of the detailed inspection or annual review as the case may be, that the registration of the institution or organization, shall stand withdrawn or cancelled from a date specified in the notice and from the said date, the institution shall cease to be an institution registered under sub-section (1) of section 41of the Act.

g) When an institution ceases to be an institution registered under the Act or has failed to apply for registration within the time frame laid down in the said provision or has not been granted provisional registration, the

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said institution shall be managed by the State Government or the children placed therein shall be transferred by the order of the Board or the Committee, to some other institution, registered under sub-section (1) of section 41 of the Act. Such institutions shall have to make fresh application for grant of registration certificate.

12. Issue of duplicate registration certificate

In case, the registration certificate granted by the Registration Authority is lost /destroyed or mutilated, the NGO may apply to the Registration Authority for grant of duplicate registration certificate. The Registration Authority, on being satisfied with the reasons furnished in the application shall communicated the orders of issue / refusal within 30 days of receipt of application.

13. Penalty

Any person or persons in-charge of an institution housing children in need of care and protection and child in conflict with law fail to comply the provisions under sub section (1) of section 41 of Juvenile Justice Act, 2015 or the relevant Rules made there under, will be punished under section 42 of Act.

14. Cancellation of Registration

The Registration Authority i.e., the Director of Juvenile Welfare, Correctional Services & Welfare of Street Children, AP., or the Government may, on the recommendations of the District Magistrate, without prejudice to any other penalty under the Act or other statute, shall have the powers to cancel or withhold the registration granted to the Child Care Institutions by communicating the grounds:

a) If it is noticed that there is unsatisfactory compliance with the standards of care, protection, rehabilitation and reintegration services as specified in section 53 or the facilities in the Child Care Institutions are inadequate, as laid down under the Act and Rules or if there is any violation of minimum standards of care and protection or guidelines as prescribed by Government or the Director, JW, CS & WSC.

b) If there is any instance of neglect / abuse / exploitation of the inmates physically / mentally, by the staff or any other person.

c) If the management of the institution being persistently carried on in an unsatisfactory manner or is being carried on in a manner highly prejudicial to the moral / physical / mental well being of the inmates.

d) If the institution has, in the opinion of the Registration Authority or the District Magistrate, otherwise rendered itself unsuitable for the purpose.

Provided that no order of cancellation shall be made until an opportunity is given to the in-charge of the Child Care Institutions to show cause as to why the registration should not be cancelled. In every case of cancellation,

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the Registration Authority i.e., the Director of Juvenile Welfare, Correctional Services & Welfare of Street Children or the Government, or the Collector & District Magistrate, as the case may be, may, at any time, communicate the grounds or serve notice on the management of the institution or the organization.

Provided further that for reasons to be recorded in writing and where situation warrants in the interest of the children or residents, the registration authority may cancel the registration and order for closure of the institution without following the above proviso.

15. Appeals

Any institution/person aggrieved by a decision taken by the registration authority, may submit an appeal with the Principal Secretary to Govt., Dept for WCDA & SC, AP within 30 days of receipt of the order. The appeal shall be disposed within 90 days of receipt after giving the appellant a reasonable opportunity of being heard.

16. Cessation of Institution /Service Provider

1) An institution / service provider shall be closed and cease to function under the following circumstances:

a) Where registration of Child Care Institutions is cancelled or suspended by the Registration Authority i.e., the Director, Juvenile Welfare, Correctional Services & Welfare of Street Children or due to expiry of validity period.

b) Where an appeal has not been preferred against the orders of cancellation /rejection for renewal immediately on the expiry of the period prescribed for such appeal.

c) Where such appeal has been preferred but the order on the cancellation / rejection for renewal is upheld from the date of appellate order.

d) Where the organization / institution surrenders its registration to the Registration Authority from the date acceptance on such proposal for surrender of registration.

2) In respect of the closed down Child Care Institutions or the Child Care Institutions whose registration is temporarily withheld, the District Child Protection Unit shall ensure that children from such Child Care Institutions are safely shifted to the nearest registered Child Care Institutions duly producing them before the Child Welfare Committee/ Juvenile Justice Board and plan for necessary rehabilitation. However, no girl child shall be entrusted to the care of any male person or to the institution that deals with boys.

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3) Cancellation of registration shall entail blacklisting of the institution for a minimum period of 5 years. The institution / service provider will become ineligible for funds from State Government / Government of India etc., apart from action as may be warranted under the Act.

17. Surrender of registration certificate

a) The person-in-charge / Chief functionary of Child Care Institutions / NGO, if specially authorized in this behalf by resolution of the managing committee, may on giving six months notice in writing to the Registration Authority, apply for withdrawal of the registration granted in respect of that Child Care Institutions. After expiry of the said period from the date of notice unless before that time the notice is withdrawn, the registration shall cease to have its effect; and the registration of the particular unit of the organization shall cease to function.

b) No child shall be received into any such institution after the date of such notice and the children of such institution shall be admitted in similar registered child care institutions by producing them before the Child Welfare Committee / Juvenile Justice Board.

18. Visits / Inspections to the Child Care Institutions

a) The District Child Protection Unit or the Child Welfare Committees / Juvenile Justice Boards shall conduct visits/inspections to the Child Care Institutions in the district once in every month.

b) Any other officer authorized by the Director of Juvenile Welfare, Correctional Services or the District Magistrate can visit the institution with or without prior intimation.

c) Notwithstanding anything contained in any other law for the time being in force, the inspection committee appointed under section 54 of the Act shall have the powers to inspect any child care institution, even it is not registered, to determine whether such institution is housing children in need of care & protection.

19. Training to the functionaries

a) All the officers and staff concerned with registration of child care institutions shall be provided necessary training on scrutiny of application, process of registration and other on-line operations at district level.

b) The State Government / Director, JW,CS & WSC shall make available the online program with forms, duly modifying the same, as and when required, in partnership with the National Informatics Centre (NIC), Government of India.

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5. The Director, Dept., of JW, CS & WSC, Govt., of A.P., Vijayawada shall take necessary action accordingly.

M.T.KRISHNA BABU
SPECIAL CHIEF SECRETARY TO GOVERNMENT (I/C)

To
The Director, Dept., of JW,CS&WSC, A.P., Vijayawada.

Copy to:
The Joint Secretary, Govt. of India, Ministry of W&CD, New Delhi.
The Director, WD&CW Dept., A.P., Guntur.
All District Collectors.
The Registrar(Admn) & Nodal Officer for A.P.,
Juvenile Justice Committee, Amaravathi.
All the DW, CW & EOs of all 26 Districts.
The Spl. C.S. to Hon'ble Chief Minister.
The O.S.D. to Chief Secretary.
The P.S to Hon'ble Minister (WCDA&SC),
The P.S. to Prl. Secy. to Govt., Dept, for WCDA & SC.
The Programme-II Section, Dept. for WCDA&SC,
The Director General of Police, A.P., Mangalagiri.
The Commissioner for Cooperation & Registrar of Coop Societies,
Sky Lark Towers, D.No.2-16-83, 11th Line, Syamala Nagar, Guntur 522006.
Law (E1) Department.
SF/SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER

ANNEXURE

Timelines to complete the process of registration of Child Care Institution under Juvenile Justice (CPC) Act 2015 / Juvenile Justice (CPC) Amended Act 2021 r/w Juvenile Justice (CPC) Rules 2016 / Juvenile Justice (CPC) Amended Rules 2022

S.No.	Process	Timeline	Section / Rule	Para No. of GO	Action taking Authority
1.	Forwarding the application received by the Director, JW, CS & WSC to the District Magistrate to call for recommendations.	15 days from the date of receipt of application	Rule 21 (3)	7 (a)	Director, JW,CS & WSC
2.	Forwarding the application received from the Director, JW, CS & WSC to the District Level Inspection Team by the DM for conducting physical verification / inspections in the CCIs	4 days from the date of receipt of application from the Director, JW,CS & WSC	Rule 21(5)	7 (b)(i)	Collector & District Magistrate
3.	Writing letters (simultaneously) by the DM to the Superintendent of Police to furnish the antecedents verification report on the organization / institution / person in-charge or chief functionary of the institution / head of the organization / employees of the organization / members of the board or trust of the organization etc.	4 days from the date of receipt of application from the Director, JW,CS & WSC	Rules 21(5), 21(6)(xii) 26 (5)(6)	7 (b) (ii)	Collector & District Magistrate
4.	Conducting physical verifications in the institution by the District Level Inspection Team and submitting the report to the Collector & District Magistrate with a copy to the Director, JW, CS & WSC, AP.	15 days from the date of receipt of application from DM.	Rule 21(6)	7 (c)	District Level Inspection Team
5.	Issuing Provisional Registration Certificate to the applicant organization / institution by the District Magistrate. OR	Immediately, but not later than 30 days from the date of receipt of application from the Director.	Sec. 3 & 4 Rule 21 (9)	7 (e)(f) 7(h)	Collector & District Magistrate

(Contd.16)

	In case of rejection, issuing an order to that effect to the applicant organization by the Collector & District Magistrate, where adequate facilities do not exist in the institution.				
6.	Furnishing the report on the antecedents by the Superintendent of Police to the District Magistrate.	15 days from the date of receipt of the requisition from the District Magistrate.	Rules 21(5), 21(6)(xii) 26 (5)(6)	8(a)	Superintendent of Police
7.	Furnishing of the report in Form-46A by the District Magistrate with specific recommendations to the Director, JW, CS & WSC, AP., for grant of final registration or for rejection.	At the earliest but not later than five months from the date of receipt of application from the Director, JW, CS & WSC.	Sec. 41(1),(4) Rule 21 (7)	8 (d)	Collector & District Magistrate
8.	Granting Final Registration by the Director, JW, CS&WSC, AP or rejecting the registration.	At the earliest, but within a period of six months from the date of application.		8 (e)	Director, JW, CS&WSC
9.	Renewal of registration	Three months prior to expiry of registration.	Rule 21 (13)	11	Collector & District Magistrate

//FORWARDED :: BY ORDER//

SECTION OFFICER